Quick Reference Guide
Online Payments

What can I make available online?

Account payments

- Dinner Money
- Extended Day
  - Breakfast & After School Clubs
  - Nursery top up sessions
  - After School Activity Clubs (eg Football, Dance)
  - Holiday Club
- Cashless Catering top-ups
- Snack Money
- Schools Cash Office General Pre-payment account top-ups

Trips and Events

- Trips (including day, residential and limited places trips)
- Events (eg Proms)
- Tuition (eg Swimming, Music)
- School Fund Donation

⌄ TRIPS AND EVENTS

Museum 2023 ⓘ	£10.00
	Owed: £10.00
Museum Trip Forms - Complete form	
[VIEW HISTORY]	
Nottingham Castle 2023 ⓘ	£15.00
	Owed: £15.00
Nottingham Castle Trip Forms - Complete form	
[VIEW HISTORY]	

⌄ OPTIONAL TRIPS AND EVENTS

Isle of Wight 2023 ⓘ	£210.00
	[MAKE PAYMENT]

⌄ MUSIC LESSONS: TRIPS AND EVENTS

Music Lessons Autumn Term ⓘ	£50.00
	Owed: £50.00
[VIEW HISTORY]	[MAKE PAYMENT]

Products

- Uniform
- Locker deposits
- Revision guides
- Exam Fees
- School Fundraising
- School shop items (eg stationery)
- Performance tickets
- DVDs
- And anything that can be configured in Schools Cash Office using a Product button

⌄ UNIFORM: PRODUCTS

Book Bag ⓘ		£3.00
	Quantity 0 ⌄	[ADD TO BASKET]
Cardigan ⓘ		£8.50
	Quantity 0 ⌄ 24" (£8.50) ⌄	[ADD TO BASKET]
PE Bag ⓘ		£2.50
	Quantity 0 ⌄	[ADD TO BASKET]
Polo Shirt ⓘ		£8.00
	Quantity 0 ⌄ 24" (£8.00) ⌄	[ADD TO BASKET]

⌄ CONTRIBUTIONS: PRODUCTS

Voluntary Contribution ⓘ	
	[MAKE PAYMENT]

⌄ REVISION GUIDES: PRODUCTS

Year 11 Revision Guide - English ⓘ		£4.45
	Quantity 0 ⌄	[ADD TO BASKET]
Year 11 Revision Guide - Maths ⓘ		£4.45
	Quantity 0 ⌄	[ADD TO BASKET]
Year 11 Revision Guide - Science ⓘ		£4.45
	Quantity 0 ⌄	[ADD TO BASKET]

⌄ STATIONERY: PRODUCTS

Calculator ⓘ		£8.00
	Quantity 0 ⌄	[ADD TO BASKET]

For more in-depth information on configuring items for online payments, please refer to the *Online Payments Configuration & Administration guidance*, which can be found on the SCO Help Centre here.

How do I put a trip online?

Configure school trip   ?   X

| Class list | Pupil list | Year gps | Cohorts | Staff list |

Which pupils are going?
- 10B
- 11B
- 7B
- 8B
- 9B
- Reception
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6

Either
2. Select pupils who are **going** on the trip (i.e. trips where participating pupils are already known)

Trip details

Trip name: France

Cost per pupil: 400.00

0.00

No VAT code

nit): 0

re eligible for Gift Aid: ☐

☐

☑

Trip dates
Tick this box if trip attendees do not require an in school meal:
Enter trip start date: 11 Mar 2024
Enter trip end date (if different): 15 Mar 2024

Bank account to be used
Main Account

Product group on 'Income' window
Trips and events

Account codes
GL: <Select an account code>
SIO: <Select an account code>
CC: <Select an account code>

Payments options
☑ Trip available online
☐ PayPoint enabled

Trip name: France (In-school event)

Online eligibility

| Class list | Pupil list | Year gps | Cohorts | Staff list |

Which pupils can apply online?
- 10B
- 11B
- 7B
- 8B
- 9B
- Reception
- Year 1

Or
3. Select pupils who are invited on the trip (i.e. trips with limited places, offered on a first come – first served basis)

☑ Minimum online top-up: 20.00

| Save and exit | Save and edit payment schedule | Save and configure forms | Cancel |

4. Select **Save and exit**

Selecting the pupils on the left:
This option puts the pupil on the trip and a balance **Owing** is displayed online.

Selecting the pupils on the right:
This option puts the trip online as **Optional** and displays the total cost of the trip. Pupils are not allocated to go on the trip unless a payment is made.
Once the trip is full, it no longer displays online to pupils who were invited but didn't make a payment.

How do I put products online?

Dinners | Extended day | Income | Accounts | Expenditure | Banking | Trips and events | Communications | Lettings | Order | **Configuration** | Reports | Aud

1. Select the main **Configuration tab** and then select **Income configuration**

- Account c... ...on
- **Income configuration**
- Banking configuration
- System configuration
- Import from external system
- Template manager
- Update online logo
- Lettings setup checklist

2. Select **Products**

Select configuration
- **Products**
- VAT codes
- Default trip configuration
- Facilities

Product configuration

Products assigned to groups
- ⊕ Trips and events
- ⊕ After School Activities
- ⊕ Workshops
- ⊖ Uniform
  - Yellow Leavers Hoodie
  - Polo Shirt
  - Sweatshirt
  - Cardigan
  - Water Bottle
  - Book Bag
  - **PE Bag**
  - Revision Guides
- ⊕ Stationery
- ⊕ Charities
- ⊕ Fundraising
- ⊕ Lockers
- ⊕ Miscellaneous
- ⊕ Music Lessons
- ⊕ Contributions
- ⊕ School meals
- ⊕ Lettings Till
  - Lettings Deposit
- ⊖ Products not in a group

Sale Product
Description: PE Bag

Set button colour | Restore default

Price: 2.50

This product has a single price. Products can also be sold using multi-price groups, e.g. size or colour. Click 'Product...'

3. Select the **Product** and select **Available online**

Barcode:
Cost centre:
Account co...
GL:
SIO:
CC: 55010 - Tucasi | School

4. Select **Available online**

☑ Sale against pupil only   ☐ Board...meal
☐ Voucher   ☐ Non-meal food product
                    ☑ Available online
                    ☐ FSM voucher
                    ☐ Duty meal voucher
                    ☑ Restrict availability

5. Select **Done**

Add pro...   Delete product   Search prod...   **Done**   Cancel

Help | Self service portal | Guides & Documentation | What's new? | Tuc...

How do I know which Trips and Products I have online?

Dinners | Extended day | Income | Accounts | Expenditure | Banking | Trips and events | Communications | Lettings | Orders | Configuration | **Reports** | Aud

1. Select the main **Reports tab** and then select **Online reports**

- ...g reports
- Account reports
- Trip reports
- Dinner money reports
- Sales and payments
- Products and orders
- **Online reports**
- Financial reports
- Lettings reports

Online reports

Select report
- Online access letter
- ...sers report

2. Select **Online catalogue items** ...

- **Online catalogue items report**

Close

...red cheques, bank statements
...erate letters
...ents and letters

3. Select **OK**.

...port selection
Select acc...   <All pupils>
OK   Cancel

...placed
...catalogue items

Generate financial reports to display income and expenditure, Gift Aid payments and transactions for the financial year

Generate lettings reports to display bookings, hirers, invoices and more

How do I generate a link code for the first parent/guardian?

Dinners | Extended day | Income | Accounts | Expenditure | Banking | Trips and events | Communications | Lettings | Orders | Configuration | **Reports** | Aud

Reports

1. Select the main **Reports tab** and then select **Online reports**

- Account reports
- Trip reports
- Dinner money reports
- Sales and payments
- Products and orders
- **Online reports**
- Financial reports
- Lettings reports

2. Select **Online access letter**

Select report

- Online access letter
- Online payments report
- Online catalogue items report

Generate mail merge

Options
Include accounts already registered

Recipients
Select recipient:
All pupils not yet registered
⦿ Pupils   ○ Staff   ○ Hirers

3. Select **Filters***

Filters

4. Select the relevant **template**

Templates
Select template:
<Create a message>
onlineAccountAccessLetter - Pupil

5. Select the relevant **template Letter** or **Email**

Letter | Email | Text

Generate | Cancel

6. Select **Generate**

Filters

Filters

Filter by class:
<All classes>

Filter by year:
<All year groups>

Include Leavers? ☐

Filter by account creation date? ☐

Account created on or after: 19/06/2023

OK | Cancel

*On the **Filter**, you can select a **Class** or **Year Group**.
If you do not apply a filter, a letter/email will be generated for any pupils who have not already registered across the **whole school** in alphabetical order.

A letter or email will be generated for each pupil at the school. If a parent has lost the letter or email, you can reprint or resend and a new link code will be sent.

You may wish to advise parents that online link codes are for **one time use only**. They are no longer needed once the parent's account has been activated.

How do I generate a link code for a second parent/guardian?

Sometimes a parent/guardian might request a second link code so that they can have separate logins.

Follow the steps in the previous section, ensuring you select **Include pupils who have already registered online**, then select the individual pupil name before generating the letter or email.

A new link code will be generated which can be used by the second parent/guardian.

How do I know which payments have been made online?

1. Select the main **Reports tab** and then select **Online reports**

2. Select **Online payments report**

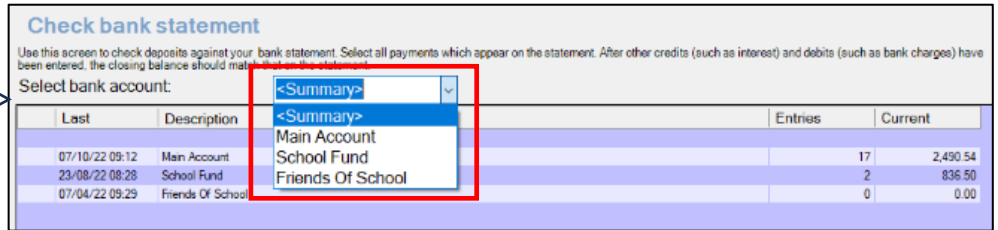3. Select the **Bank account, Date range** and **Group by cost centre?** Select **OK.**

How do I reconcile my bank statement for online payments?

1. Select the **Banking** tab, **Banking** button and **Check bank statement**

0.00	0.00	0.00	

Check bank statement

2. Select the **Bank account** you wish to reconcile

Check bank statement

Use this screen to check deposits against your bank statement. Select all payments which appear on the statement. After other credits (such as interest) and debits (such as bank charges) have been entered, the closing balance should match that on the statement.

Select bank account: <Summary>

				Entries	Current
Last	Description				
	<Summary>				
	Main Account				
07/10/22 09:12	Main Account	School Fund		17	2,490.54
23/08/22 08:28	School Fund	Friends Of School		2	836.50
07/04/22 09:29	Friends Of School			0	0.00

Check bank statement

Use this screen to check deposits against your bank statement. Select all payments which appear on the statement. After other credits (such as interest) and debits (such as bank charges) have been entered, the closing balance should match that on the statement.

Select bank account: Main Account

Banked at	Description	Amount	Present?	Credit	Debit	Balance
07/10/22 09:12	Opening balance - Main Account		☐			40,353.01
11/05/22 00:00	Deposit: VMS:93-20128(24339)	49.28	☑	49.28		40,402.29
17/05/22 00:00	Deposit: VMS:93-20132(24349)	9.86	☑	9.86		40,412.15
11/07/22 23:59	Payment: Cheque, No:2358 Payee: Mrs Shaw	-275.00	☐			40,412.15
29/07/22 00:00	Deposit: VMS:93-20207(24467)	9.86	☑	9.86		40,422.01
07/08/22 08:09	Deposit: Dep 192	323.00	☑	323.00		40,745.01
23/08/22 08:13	Payment: Credit/debit, No:De Souza Payee: Main Account	80.00	☑	80.00		40,825.01
23/08/22 08:18	Payment: Credit/debit, No:Drummond (HMRC) Payee: Main ...	50.00	☑	50.00		40,875.01
23/08/22 08:22	Payment: Credit/debit, No:Drummond (HMRC) Payee: Main ...	200.00	☑	200.00		41,075.01
23/08/22 08:27	Payment: Cheque, No:3598 Payee: Mrs Shaw	-175.00	☑		175.00	40,900.01
15/09/22 10:40	Payment: Credit/debit, No:Candy Payee: Candy	-244.00	☐			40,900.01
16/09/22 00:00	Deposit: VMS:93-22256(24510)	18.19	☐			40,900.01
27/10/22 10:13	Payment: Credit/debit, No:Ackroyd Payee: Main Account	100.00	☐			40,900.01
27/10/22 10:58	Deposit: 1203655	1,250.00	☐			40,900.01
15/12/22 15:19	Deposit: 15/12	772.00	☐			40,900.01
05/01/23 11:14	Payment: Credit/debit, No:Hartwell Dcard Payee: Main Acco...	200.00	☐			40,900.01
05/01/23 11:17	Payment: Credit/debit, No:ABC Coaches Payee: ABC Coaches	-1,000.00	☐			40,900.01
19/06/23 13:53	Deposit: 009865332	1,122.35	☐			40,900.01
	Other credits and debits			0.00	0.00	40,900.01
	Closing balance					40,900.01

3. Review the details and select the amounts in the **Present? column** that correspond with your bank statement.

4. Check that the **Opening** and **Closing balances** match your statement. Select **Save and exit**.

How do I get help?

Email

Email your query to the

Tucasi Customer Support Team

support@tucasi.com

Tucasi Customer Support Team

02380 016 564

8.30 am to 4.00 pm Monday to Friday

SCO Help Centre

See the

Online Payments section

help.tucasi.com